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Manager III
mgriffin@mobilehousing.org

MOBILE HOUSING BOARD

www.mhb.gov

November 24, 2014

Dear Housing Choice Landlord:

All Mobile Housing Board offices will be closed to observe the Holiday Season:

Thursday, November 27, 2014
Friday, November 28, 2014
Thursday, December 25, 2014
Friday, December 26, 2014
Thursday, January 1, 2015
Friday, January 2, 2015

The Housing Choice Voucher office will also be closed Friday, December 5, 2014, Friday, December 12, 2014, Friday, December 19, 2014 and January 9, 2015 due to internal department processing.

Due to the New Year's holiday your January 2015 payment may not reach your account until as late as Tuesday, January 6, 2015. The Mobile Housing Board HCVP will not pay overdraft fees or late fees.

We are fast approaching the closure of the year 2014. It is our goal to process payments as expeditiously as possible. However, to assist us in ensuring payments due for 2014 are paid in 2014 we need your help.

If you have questions regarding an inspection we are requesting you contact our inspections department at 251-434-2251. You may email Ms. Kathleen Hudson at khudson@mobilehousing.org

Please follow up with your tenant to ensure he or she has returned all necessary documents to our office. You may email questions regarding paperwork to landlords@mobilehousing.org. Include the tenant name and address of your inquiry

The Mobile Housing Board HCVP will not pay overdraft fees or late fees. Thank you for participating in our program. We would like to wish you and your family a Happy Holiday Season.

Sincerely,

Housing Choice Voucher Management

Cc: File

Street Address:

1517 Plaza Drive
Mobile, Alabama 36633

Mailing Address:

Post Office Box 1345
Mobile Alabama 36633-1345

Telephone: (251) 434-2300
Facsimile: (251) 434-0004